

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#3035

CS-376
REV(9/93)

A020113

Description of Position	<p>TITLE OF POSITION: <u>Assistant Administrative Officer</u></p> <p>SALARY RANGE: <u>(121A) \$39,478-\$44,398 Annually</u></p> <p>Department or Agency Name <u>Business Regulation</u></p> <p>Division/Section/Unit <u>Insurance</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>1st Shift (Monday-Friday)</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: _____</p> <p>There is _____ is not <u>X</u> a Civil Service List for this position</p> <p>NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.</p>	<p>CLASSIFICATION CODE: <u>02591600</u></p> <p>REFERENCE POSITION NO.: <u>1830-10000-TBD</u></p> <p>APPLICATION PERIOD: <u>03/12/13-03/18/13 by 4:00pm</u></p> <p style="color: blue;">Three day grace period ends at 4:00 pm on 3/21/13</p> <p>Job Location: <u>1511 Pontiac Ave., Cranston, RI 02920</u></p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>• Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To assist the head of a department, agency or division by relieving such superior of routine and reoccurring administrative duties and responsibilities that are directly related to the primary function of the agency and purpose of the work of said superior; and to do related work as required. To supervise and participate in the processing and maintenance of financial, personnel or other important records.</p>	
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public administration; or</p> <p>Experience: Such as may have been gained through: employment involving supervision of the work of a large office staff engaged in performing varied routine and difficult clerical tasks and involving some experience in making studies and analyses of office methods and procedures.</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Kelly L. Liles Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908</p> <p>e-mail address: KellyL-resume@hr.ri.gov TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)</p>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER